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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

DATE: 30 November 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report # 48

I. SIGNIFICANT ITEMS - NoneII. OTHER ITEMS

A. RECORDS CONTROL SURVEY. The first draft of the Records Control Schedule for OTR has been written by [] of the Management Staff and it is presently being reviewed by the Area Records Officer, OTR. After review, [] and the ARO/TR will contact Staff and School Chiefs regarding approval and implementation of the Schedule.

B. MEETING WITH TSS OFFICIALS. [] met on 23 November with [] TSS Training Officer, and [] to discuss a proposed TSS Administrative Issuance. The issuance was, in essence, a complete briefing on [] and was to be distributed to all TSS personnel for their retention. TSS was informed that OTR could not concur in ~~such~~ the issuance as proposed. TSS agreed to the proposed revisions made by OTR and will submit the revised draft to OTR for concurrence.

C. RETURNEES. Two students, [] and [] have recently returned from [] and [] have been debriefed by this Office.

D. PERSONNEL RECRUITMENT FOR [] Seven candidates have been considered for the two additional positions on Project [] One individual favorably considered is an Agency employee. Arrangements are being made for tests and examinations before final decision is made concerning this individual.

E. TABLE OF ORGANIZATION. The DD/S has approved OTR request for [] additional positions. DD/TR and PO/TR have met to determine the realignments necessary to adjust to our new ceiling of [] positions. The positions for JOT's are being considered separately.

F. VOUCHERED PERSONNEL - PAYMENT OF UNUSED COMPENSATORY TIME. The BFO/TR has provided each School and Staff Chief with a record of total unused compensatory time for personnel in their components. Each Chief has been asked to analyze the list and authorize payment of compensatory time to personnel who will be unable to use this time by 31 December and are therefore entitled to payment. Justifications are due to the BFO/TR by 2 December to permit payment in the ~~payment~~ pay check of 16 December. JOB NO. [] BOX NO. [] FLD NO. [] DOC. NO. 5 NO CHANGE

IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S C RET. JUST. 22
 NEXT REV DATE 09 REV DATE 13 Dec 79 REVIEWER [] TYPE DOC. 02
 NO. PGS 7 CREATION DATE [] ORG COMP 11 OPL 11 ORG CLASS S
 REV CLASS C REV COORD [] AUTH: NR 70.3

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25X1 G. [] VISIT BY FINANCE PERSONNEL. [] of 25X1
Payroll/Travel Branch/FD will visit [] 30 November to review local travel 25X1
reimbursement and payroll procedures and records preparatory to an annual audit. 25X1

25X1 I. CASH PAYMENT OF TRAVEL CLAIMS. The Chief, Finance Division has approved
an OTR proposal that claims for reimbursement for travel between headquarters and
[] be paid from the OTR Revolving Fund after processing by the Processing
Section. The Revolving Fund will be increased to \$2,000 for this purpose. It is
felt that this procedure will result in considerable savings of time and money on
the part of the OTR Administrative Branch and the Finance Division.

25X1 J. [] Weekly report of the utilization of [] facilities for 25X1
the period 23 through 29 November 1955 is attached.

III. PERSONNEL ITEMS.

25X1 A. [] returned to duty on 28 November after two weeks of sick
leave.

25X1 B. [] will be married to [] on 4 December 25X1
25X1 1955. [] will return to duty on 12 December 1955.